

## Standard Operating Procedure

SOP Number: **02-18-5051**

Service: **Research**

Operating Section: **Administration**

Unit: **Comparative Medicine Facility (CMF)**

Title: **Preparation and Use of Cage Cards**

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### **Purpose:**

To describe the preparation of cage cards and their utility in identification of animals within primary enclosures.



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### **Procedure:**

- 1) Cage cards will be produced by the animal husbandry staff on the day of animal arrival and/or when requested by the research staff through transfer, wean or separation forms.
- 2) An individual cage card will be made for all USDA covered species. Cage cards for each primary enclosure will be prepared for rodents.
- 3) Each cage card will be identified with a unique bar code. Alternatively, for rabbits and primates, the bar codes are kept in a separate binder.
- 4) Each cage card will contain the following information:
  - a) Investigator
  - b) Date received
  - c) Date of Birth
  - d) Vendor
  - e) IACUC number
  - f) Species
  - g) Strain (must match a strain listed in the approved IACUC protocol)
  - h) Description
- 5) In addition to the above, other information may be added to the cage card, such as research information, as long as the required information is not obscured. No pre-printed animal demographic information can be changed (no strikeouts). If the IACUC number is wrong, for example, an electronic cage transfer must be submitted for the correct protocol.
- 6) Substitute cards cannot be used in place of the standard card provided. Cage cards must not be reused. Should additional cards be needed, they must be requested from the CMF administrative office.
- 7) If CMF staff find hand-written cage cards, a temporary cage card will be generated and placed on the cage. The research staff has 10 business days to both complete forms to request official cage cards and place the cards on the animal's cage. If this has not been accomplished within the designated time frame, a charge will be levied against the PI's IACUC account. This charge will be based on the current technical fee and is charged per IACUC #, per room, per day.

### **OFFICE USE ONLY:**

**APPROVALS**

<b>Responsible Official Signature</b>		<b>Date</b>	3/22/2024
<b>QA Signature</b>		<b>Date</b>	03/22/2024
<b>Version #4</b>	<b>Effective Date</b>	<b>Supersedes #3</b>	<b>Original Date</b> 11/21/08